

**HONOR ROLL**  
**2009 - 2010**  
**“Our Children – Our Future”**

Torrance Council of PTAs encourages you to participate in as many Torrance Council, Thirty-Third District, California State and National projects and programs as possible.

The Unit Honor Roll will serve to help each unit as you strive to reach the highest level of responsibility and organization. Using the following guidelines, units are eligible to be included on The Unit Honor Roll, which will be published at May Brunch.

The Honor Roll starred items are important for building leadership and growth within your unit. **The twenty-six (26) triple starred (★★★) are mandatory to make honor roll, the thirty-two (32) double starred (★★) are mandatory to make honor roll** and thirty (36) single starred items are highly recommended for the Unit Honor Roll. **There will be a special award given to the Unit president who goes above and beyond and completes all 95 starred items.** We have 10 items that are only for information and reminders when reservations and monies are due.

$$26 (★★★) + 32 (★★) = 58$$

There are five (5) President's Roundtables. You need to attend three (3) of the five (5) to make Honor Roll. In addition, the monthly Presidents report is a starred (★★) item. **They are due every month.** You may not combine two months together. Your President's reports are to tell of the things you do during the month. Do not just list dates. Treasurer's reports are also a (★★) starred item. **They too are due every month.**

Most of the items already reflect due dates. Some additional dates, events and deadlines may be given in the Communicator and at the meetings throughout the year. Please be prompt to ensure credit for the starred items. Do not assume that your officers/chairmen are turning in items on your behalf ultimately it is your responsibility as the Unit President.

In order to be considered for "Project Excellence" recognition, your unit must be in good standing, in addition to having met the Honor Roll requirements. With the exception of the Thirty-Third District PTA Mid - Winter Conference and Thirty-Third District PTA Annual Meeting, the appropriate member of the Board of Directors will keep track of your participation. Please contact Debbie Russell with your unit's attendance information for any Thirty-Third District PTA conferences. If you have any questions, please contact the appropriate Director or Caren Dutton the Torrance Council of PTAs Historian.

Thank you,

Caren Dutton  
Torrance Council of PTAs Historian

# TORRANCE COUNCIL OF PTAs

## Honor Roll Calendar

2009 - 2010

Done

Due Dates

Director

### June 2009

***(Please note these items will also be due in June 2010)***

<input type="checkbox"/>	★★★	June 4, 2009	Council Meeting	Recording Secretary
<input type="checkbox"/>	★★★	June 9, 2009	Treasurers Workshop Mandatory	Treasurer
<input type="checkbox"/>	☆☆	June 4, 2009	Monthly treasurer's report one (1) copy	2nd Vice President
<input type="checkbox"/>	☆☆	June 4, 2009	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆☆	June 9, 2009	President's Roundtable @Madrona (3 out of 5)	President
<input type="checkbox"/>	☆☆	June 9, 2009	Council Leadership Seminar <b>Attendance required</b>	2nd Vice President
<input type="checkbox"/>	☆☆	June 30, 2009	Unit roster and information turn in to council	1st Vice President
<input type="checkbox"/>	☆	June 4, 2009	Monthly membership money turn-in	Financial Secretary

### September 2009

<input type="checkbox"/>	★★★	Sept. 2, 2009	Council Meeting	Recording Secretary
<input type="checkbox"/>	★★★	Sept. 14, 2009	Auditor Workshop Mandatory	2nd Vice President
<input type="checkbox"/>	☆☆	Sept. 2, 2009	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆☆	Sept. 2, 2009	Monthly treasurer's report one (1) copy	2nd Vice President
<input type="checkbox"/>	☆☆	Sept. 14, 2009	Council Leadership Seminar <b>Attendance required</b>	2nd Vice President
<input type="checkbox"/>	☆☆	Sept. 14, 2009	President's Roundtable @Madrona (3 out of 5)	President
<input type="checkbox"/>	☆	Sept. 2, 2009	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	♥	Sept. 2, 2009	Council Leadership Seminar <b>Reservations due</b>	2nd Vice President
<input type="checkbox"/>	♥	Sept. 2, 2009	Thirty-Third District Bylaws/parliamentarian Workshop <b>Reservations due</b>	Financial Secretary

### October 2009

<input type="checkbox"/>	★★★	Oct. 2, 2009	Membership Turn-In	Financial Team
<input type="checkbox"/>	★★★	Oct. 7, 2009	Copy of Taxes	Auditor
<input type="checkbox"/>	★★★	Oct. 7, 2009	Open Council (min of 3 members) .	President
<input type="checkbox"/>	☆☆	Oct. 7, 2009	Unit Program Directories 2 copies plus work sheet	1st Vice President
<input type="checkbox"/>	☆☆	Oct. 7, 2009	Monthly Treasurers report one (1) copy	2nd Vice President
<input type="checkbox"/>	☆☆	Oct. 7, 2009	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆	Oct. 7, 2009	Names of voting delegates due	Parliamentarian
<input type="checkbox"/>	☆	Oct. 7, 2009	Thirty-Third District Early Bird & Outstanding Program and Directories award	1st Vice President
<input type="checkbox"/>	☆	Oct. 7, 2009	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆	Oct. 10, 2009	Thirty-Third District Parliamentarian Workshop	Parliamentarian
<input type="checkbox"/>	☆	Oct. 20, 2009	Legislation Conference <b>Attendance required</b>	Legislation
<input type="checkbox"/>	☆	Oct. 24, 2009	Thirty-Third District UPOC <b>Attendance required</b>	President
<input type="checkbox"/>	♥	Oct. 7, 2009,	Thirty-Third District UPOC Unit/Pres./Officer's/Chairman <b>reservation due</b>	Financial Secretary
<input type="checkbox"/>	♥	Oct. 7, 2009	Legislation Conference <b>reservations due</b>	Financial Secretary
<input type="checkbox"/>	♥	Oct. 7, 2009	Thirty-Third District Presidents/Principals Conference <b>reservations and money due</b>	Financial Secretary

## November 2009

<input type="checkbox"/>	★★★	<b>Nov. 4, 2009</b>	<b>Adopted Audit</b>	Auditor
<input type="checkbox"/>	★★★	<b>Nov. 4, 2009</b>	<b>Adopted Budget</b>	Budget & Finance
<input type="checkbox"/>	★★★	<b>Nov. 4, 2009</b>	<b>Council Meeting</b>	Recording Secretary
<input type="checkbox"/>	☆☆	Nov. 4, 2009	Council Obligation: Youth Camp, Scholarship, Operation Backpack, Health	Financial Secretary
<input type="checkbox"/>	☆☆	Nov. 4, 2009	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆☆	Nov. 4, 2009	Monthly Treasurer's report one (1) copy	2nd Vice President
<input type="checkbox"/>	☆	Nov. 4, 2009	Monthly membership money turn-in	Financial Secretary
<input type="checkbox"/>	☆	Nov. 4, 2009	Red Ribbon Week Activities Report	5th Vice President
<input type="checkbox"/>	☆	Nov. 4, 2009	Thirty-Third District Program/Directory	1st Vice President
<input type="checkbox"/>			Participation Awards Two (2) copies	
<input type="checkbox"/>	☆	Nov. 4, 2009	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆	TBA	President's Roundtable (3 out of 5)	President
<input type="checkbox"/>	☆	Nov. 20, 2009	Reflection Entries due	Chairman
<input type="checkbox"/>	☆	Nov. 12, 2009	Thirty-Third District Unit President/Principal Conference	President
			<b>Attendance required</b>	
<input type="checkbox"/>	♥	<b>Nov. 23, 2009</b>	Holiday Luncheon reservations and monies due	Chairman

## December 2009

<input type="checkbox"/>	★★★	<b>Dec. 2, 2009</b>	<b>Council Holiday Luncheon</b>	6th Vice President
<input type="checkbox"/>	☆☆	Dec. 2, 2009	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆☆	Dec. 2, 2009	Monthly Treasurers report one (1) copy	2nd Vice President
<input type="checkbox"/>	☆	Dec. 2, 2009	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆	Dec. 2, 2009	Monthly membership money turn-in	Financial Secretary
<input type="checkbox"/>	♥	Dec. 2, 2009	Thirty-Third District Sacramento Safari <b>registration and money due</b>	Financial Secretary

## January 2010

<input type="checkbox"/>	★★★	<b>Jan. 6, 2010</b>	<b>Insurance premiums paid</b>	Financial Secretary
<input type="checkbox"/>	★★★	<b>Jan. 6, 2010</b>	<b>Workman Comp form</b>	Treasurer
<input type="checkbox"/>	★★★	<b>Jan. 6, 2010</b>	<b>Council Meeting</b>	Recording Secretary
<input type="checkbox"/>	★★★	<b>Jan. 6, 2010</b>	<b>Inc. Units Statement of Information</b>	Treasurer
<input type="checkbox"/>	★★★	<b>Jan. 6, 2010</b>	<b>Inc. Units Copy of Charitable Trust Registry</b>	Treasurer
<input type="checkbox"/>	☆☆	Jan. 6, 2010	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆☆	Jan. 6, 2010	Monthly Treasurers report	2nd Vice President
<input type="checkbox"/>	☆☆	TBA	Council Leadership Seminar <b>Attendance required</b>	2nd Vice President
<input type="checkbox"/>	☆☆	TBA	President's Roundtable @ Madrona (3 out of 5)	President
<input type="checkbox"/>	☆	Jan. 6, 2010	Monthly membership money turn-in	Financial Secretary
<input type="checkbox"/>	☆	Jan. 6, 2010	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	♥	<b>Jan. 6, 2010</b>	Thirty-Third District Mid-Winter Conference	Financial Secretary
<input type="checkbox"/>	♥	<b>Jan. 6, 2010</b>	<b>Registration and money due</b>	
<input type="checkbox"/>	♥	<b>Jan. 6, 2010</b>	Council Leadership Seminar <b>reservations due</b>	2nd Vice President

## February 2010

<input type="checkbox"/>	★★★	Feb. 3, 2010	<b>Open Council ( min of 3 members)</b>	President
<input type="checkbox"/>	★★★	Feb. 4, 2010	<b>Thirty-Third District Mid Winter Conference Attendance Required</b>	President
<input type="checkbox"/>	☆☆	Feb. 3, 2010	HSA names, addresses, bio's, type of award	Program Chair
<input type="checkbox"/>	☆☆	Feb. 3, 2010	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆☆	Feb. 3, 2010	Monthly Treasurers report one (1) copy	2nd Vice President
<input type="checkbox"/>	☆	Feb. 4, 2010	Monthly membership money turn-in	Financial Secretary
<input type="checkbox"/>	☆	Feb. 3, 2010	Newsletter (4 points maximum)	7th Vice President
<input type="checkbox"/>	☆	Feb. 3, 2010	Thirty-Third District Safety Award Applications due	4th Vice President
<input type="checkbox"/>	☆	Feb. 18, 2010	Thirty-Third District Secondary Conference	President
<input type="checkbox"/>	♥	<b>Feb. 3, 2010</b>	Thirty-Third District Secondary Conference <b>Reservations due</b>	2nd Vice President

## March 2010

<input type="checkbox"/>	★★★	Mar. 3, 2010	<b>Annual Council &amp; Unit Historian report</b>	Historian
<input type="checkbox"/>	★★★	Mar. 3, 2010	<b>Council Meeting</b>	Recording Secretary
<input type="checkbox"/>	★★★	Mar. 3, 2010	<b>Bylaws current</b>	Parliamentarian
<input type="checkbox"/>	★★★	Mar. 3, 2010	<b>Adopted Mid year Audit (Aug 1 - Dec 31)</b>	Auditor
<input type="checkbox"/>	☆☆	Mar. 3, 2010	Monthly Treasurers report one (1) copy	2nd Vice President
<input type="checkbox"/>	☆☆	Mar. 3, 2010	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆☆	TBA	President's Roundtable (3 out of 5)	President
<input type="checkbox"/>	☆	Mar. 3, 2010	Last membership turn in	Financial Secretary
<input type="checkbox"/>	☆	Mar. 3, 2010	Adopted Budget Update	Budget & Finance
<input type="checkbox"/>	☆	Mar. 3, 2010	Founders Day Offering due	Financial Secretary
<input type="checkbox"/>	☆	Mar. 3, 2010	Newsletter Award application due	7th Vice President
<input type="checkbox"/>	☆	Mar. 3, 2010	Newsletter ( 4 points maximum)	7th Vice President
<input type="checkbox"/>	♥	<b>Mar. 3, 2010</b>	Thirty-Third District Annual Meeting <b>Reservations and money due</b>	Financial Secretary

## April 2010

<input type="checkbox"/>	★★★	Apr.14, 2010	<b>Annual Financial report</b>	Treasurer
<input type="checkbox"/>	★★★	Apr.14, 2010	<b>Council Meeting</b>	Recording Secretary
<input type="checkbox"/>	★★★	Apr.14, 2010	<b>Thirty-Third District Annual Meeting (attendance required)</b>	President
<input type="checkbox"/>	☆☆	Apr.14, 2010	Presidents names for 2010/2011 due to Council	President
<input type="checkbox"/>	☆☆	Apr.14, 2010	Monthly President's report one (1) copy	President
<input type="checkbox"/>	☆☆	Apr.14, 2010	Monthly Treasurer report one (1) copy	2nd Vice President
<input type="checkbox"/>	☆	Apr.14, 2010	Newsletter ( 4 points maximum)	7th Vice President
<input type="checkbox"/>	☆	Apr.14, 2010	Monthly membership money turn-in	Financial Secretary
<input type="checkbox"/>	☆	Apr.14, 2010	Exhibits for Annual Mtg due 4/16/09	7th Vice President
<input type="checkbox"/>	☆	Apr.14, 2010	Membership Creativity award application	2nd Vice President
<input type="checkbox"/>	☆	TBA	Council Convention Orientation @ TBA	1st Vice President
<input type="checkbox"/>	♥	Apr.14, 2010	Membership Creativity award application due	2nd Vice President

## May 2010

	★★★	<b>May 19, 2010</b>	<b>Adopted Fiscal Year End Audits Jan. 1 - Feb 28</b>	Auditor
	★★★	<b>May 19, 2010</b>	<b>May Brunch (min of 3 members)</b>	President
	☆☆	<b>May 19, 2010</b>	Monthly President's report one (1) copy	President
	☆☆	<b>May 19, 2010</b>	Monthly Treasurers report one (1) copy	2nd Vice President
	★	<b>Apr. 29- May 2</b>	<b>State PTA Convention - Sacramento</b>	President
	★	<b>May 19, 2010</b>	Monthly membership money turn-in	Financial Secretary
	★	<b>May 19, 2010</b>	Newsletter (4 points maximum)	7th Vice President
	♥	<b>May 19, 2010</b>	Council Leadership Seminar <b>reservation due</b>	2nd Vice President

**26 ★★★ triple stars mandatory to make Honor Roll**

**32 ★★ double stars mandatory to make Honor Roll**

**58 points in total mandatory to make Honor Roll**

All single starred items are highly recommended for the above and beyond Unit award from Council

♥ Hearts are for reminders when reservations and monies are due

June 09 and 10 have been combined. The dates of course will change but the stars will remain the same

## June 2010

	★★★	<b>June 3, 2010</b>	<b>Council Meeting</b>	Recording Secretary
	★★★	<b>June 8, 2010</b>	<b>Treasurers Workshop Mandatory</b>	Treasurer
	☆☆	June 3, 2010	Monthly treasurer's report one (1) copy	2nd Vice President
	☆☆	June 3, 2010	Monthly President's report one (1) copy	President
	☆☆	June 8, 2010	President's Roundtable @Madrona (3 out of 5)	President
	☆☆	June 8, 2010	Council Leadership Seminar <b>Attendance required</b>	2nd Vice President
	☆☆	June 30, 2010	Unit roster and information turn in to council	1st Vice President
	★	June 3, 2010	Monthly membership money turn-in	Financial Secretary

